

Proposals must be received no later **than 2:00 PM on Friday, May 7th, 2021**. Bids will be opened publicly on that date.

**REQUEST FOR PROPOSAL
ENGINEERING SERVICES FOR HVAC REDESIGN, ELECTRICAL REVIEW
AND DDC HVAC AND ELECTRICAL SYSTEMS DESIGN**

REQUEST FOR PROPOSAL
ENGINEERING SERVICES FOR HVAC REDESIGN, ELECTRICAL REVIEW AND DDC HVAC AND ELECTRICAL
SYSTEMS DESIGN

Yupiit School District is accepting sealed bids for delivery of Engineering Services for Redesign of HVAC for incorporate in HEPA Filtration Systems, Direct Digital Controls DDC | HVAC Control with computer system with DDC Systems that offer a high level of control for building mechanical and electrical systems. Additionally, modern state of the art direct digital controls that have the ability to offer trending of equipment. Engineering evaluation and redesign of each schools' electrical requirements to incorporate in the new systems for Akiachak, Akiak, and Tuluksak schools. Drawings to be provided to Yupiit School District for 50%, 85% and 100% Reviews, prior to final construction design drawings. All Redesign drawings to be provided to Yupiit School District for Construction Bidding. All schools are located in remote rural Alaska and none are accessible by road.

The scope of work will include the cost of travel for review of existing buildings, per-diem, redesign of systems, estimate of final construction costs for redesign costs for the **Yupiit School District's**.

Yupiit School District will provide living quarters at each location for the contractor for the duration of the project in each location.

Sealed bids will be accepted at the **Yupiit School District** Office. Sealed bids shall be addressed to:

Yupiit School District
Attn: Director of Maintenance & Operations
PO Box 51190
Akiachak, AK 99551

Bids will be accepted until **2:00 PM Alaska time on Friday, MAY 7TH, 2021**. All bids will be publicly opened on that date. Bid review and notice of award shall occur within 7 days of the bid opening date.

Bid instructions are available from the **Yupiit School District** and may be requested by calling (907) 825-3600 or by downloading from the **Yupiit School District** website at www.yupiit.org.

Instructions to Bidders

1. Purpose:

Yupiit School District is accepting sealed bids for delivery of Engineering Services for Redesign of HVAC for incorporate in HEPA Filtration Systems, Direct Digital Controls DDC | HVAC Control with computer system with DDC Systems that offer a high level of control for building mechanical and electrical systems. Additionally, modern state of the art direct digital controls that have the ability to offer trending of equipment. Engineering evaluation and redesign of each schools' electrical requirements to incorporate in the new systems for Akiachak, Akiak, and Tuluksak schools. Drawings to be provided to Yupiit School District for 50%, 85% and 100% Reviews, prior to final construction design drawings. All Redesign drawings to be provided to Yupiit School District for Construction Bidding. All schools are located in remote rural Alaska and none are accessible by road.

2. **Yupiit School District** will enter into a contract with its selected Supplier covering the selected Areas for that Supplier.

3. Contract Term

The term of the Contract(s) shall be for the period to complete the Redesign. An additional contract will be requested upon completion of the redesign for Evaluation of Contractor Bids, RFI Answers, Clarification and Inspection Services during Construction.

Instructions to Potential Suppliers

- a. Potential Suppliers are instructed to use the attached Area Sheet forms in submitting proposals. These Area Sheets, as submitted in the selected proposal, will be attached to and be incorporated into the final written contract with the **Yupiit School District**.
- b. A clear photocopy of the Area Sheet form may be submitted, but it must have original signatures.
- c. The Area Sheets cover locations in the State of Alaska that are accessible by waterway. Enter the price per location delivered and extension for each location you are proposing to supply. Sign, date and have each Area Sheet notarized then return all relevant proposed Area Sheets with your proposal.
- d. In case of error in the extensions of prices in the proposal, the unit prices will govern.
- e. For the purpose of evaluating the proposals, price and contract term, offers made in accordance with the Request for Proposals shall be good and firm for a period of one hundred twenty (120) days from the date of proposal opening unless the potential Supplier specifically limits their offer to a shorter period by written notification on the proposal documents. However, proposals so modified may be rejected.
- f. **Yupiit School District** shall not under any circumstances be liable for any costs incurred by the Potential Contractor in proposal preparation, including in the event of the rejection of all proposals.
- g. All proposals must be submitted with a source of supply, and scheduling window.

- h. Sealed proposals will be accepted at **Yupiit School District's** district office at the following address:

**Yupiit School District
Attn: Director of Maintenance and Operations
PO Box 51190
Akiachak, AK 99551**

Until **2:00 PM** local time on Friday, **MAY 7TH, 2021**. **Yupiit School District** reserves the right to keep all proposals and the terms of final contracts confidential where permitted by law.

Proposals submitted by means of facsimile transfer or electronic transfer shall be deemed non-responsive and rejected.

Mark Your Proposal Envelopes as Follows

**PROPOSAL DEADLINE: 2:00 pm (AKST) FRIDAY, MAY 7TH, 2021
ENGINEERING SERVICES FOR HVAC REDESIGN, ELECTRICAL REVIEW AND DDC HVAC
AND ELECTRICAL SYSTEMS DESIGN**

REQUEST FOR PROPOSAL NUMBER 21-003

- i. Proposal opening is scheduled for **Friday, MAY 7TH, 2021**. The proposal opening will be open to the public or potential contractors.
4. Basis for Selecting Successful Proposals
- a. In selecting the Contractor for each location, **Yupiit School District** will take into consideration: price; past performance; deviations from proposed contract terms; and the overall best value. The intent is to award all of the deliveries indicated in each Area to a single Contractor. Awards of less than a complete Area will not be considered.
- b. A Proposal will likely not be selected by **Yupiit School District** when:
- i. The Potential Contractor has failed to perform satisfactorily on a previous contract with **Yupiit School District** or in the **Yupiit School District's** opinion, is not in a position to perform the contract.
 - ii. The Area Sheets are not signed and notarized.

- iii. In **Yupiit School District's** sole determination, the Potential Contractor makes other material changes in the specifications or terms and conditions of the Request for Proposals.
 - iv. The Potential Contractor proposes an "all or nothing" type of proposal wherein the award of one area at a given price is contingent upon the award of both areas. Such a proposal is unacceptable and, by submitting prices for each area, potential contractor accepts that **Yupiit School District** has the right, at its sole option, to award a contract for each individual area, independently using a potential contractor's bid price for said individual area.
 - c. **Yupiit School District** reserves the right to reject any and all proposals, to waive deviations from the RFP and to waive any informality in proposals received whenever such rejections or waiver is in the best interest of **Yupiit School District**, and unless otherwise specified by the Potential Contractor, to accept any items in the Proposal.
 - d. Proposals must clearly show the per location cost as proposed for each location.
 - e. **Yupiit School District** would like to clarify that all of Pulastic FLE Over Pours of Gymnasium Floors Supplier shall comply with most Manufacturers Requirements for the products.
- 5. Optional Inclusions
 - a. Prompt Payment Discounts. Prompt payment discounts shall be considered in the evaluation of this Request for Proposals such as: 2% discount if paid within fifteen (15) days after receipt and acceptance at destination and receipt of a payable invoice delivered to **Yupiit School District**.
 - b. The offered discount of the successful Contractor(s) will form a part of the Contract. Discounts based on less than fifteen (15) days' time for payment will not be considered for evaluation purposes.

Yupiit School District Area Sheets
RFP Number 21-003 QUOTES

Area – Yupiit School District

ENGINEERING SERVICES FOR HVAC REDESIGN, ELECTRICAL REVIEW AND DDC HVAC AND ELECTRICAL SYSTEMS DESIGN

Estimated 2021 Requirements

Engineering Services	Estimated Scheduled Delivery Date prior to	*Vendor Delivery Date (if Different)	Redesign of HVAC Systems to include HEPA Filtration Systems	Redesign of DDC Control System with computerized system	Redesign of Electrical System to carry all redesigns	**Total Cost Per Location of Redesign Services to include transportation, per diem, labor, materials, tools and Final Construction Drawings.
Akiachak	September 2021					
Akiak	September 2021					
Tuluksak	September 2021					

*Provide estimated delivery date for 50%, 85% and 100% Drawings on separate sheets.

**Provide on separate sheets the hourly break down of engineering and assistants and expenses for supplies and services for completion of the job.

SIGNATURES REQUIRED ON PAGE 8

Area – **Yupiit School District**

ENGINEERING SERVICES FOR HVAC REDESIGN, ELECTRICAL REVIEW AND DDC HVAC AND ELECTRICAL SYSTEMS DESIGN

Estimated 2021 Requirements

Potential Contractor’s Name (Please Print)

Date

Authorized Signature

Title

Note: This page must be signed by owner, or authorized agent. Signature must be NOTARIZED.